

## New Hampshire State Council on the Arts

### How to use the Online Application System

Artist Residencies in Schools Grants, Youth Arts Project Grants, Arts in Health Project Grants, General Project Grants for Community Engagement

The [New Hampshire State Council on the Arts](#) uses an online application system through a web-based platform called [Submittable](#). While paper applications will be accepted for FY2016, **applicants are strongly encouraged to use the online application**. Starting next year, paper applications will not be accepted. Detailed instructions are found throughout the online application system. The following are additional guidelines on how to use the system.

#### Where can I find the online application?

The website for the online application is <http://nharts.submittable.com>. You can also find links from our [website](#). We strongly recommend that you complete your application using either [Google Chrome](#) or [Mozilla Firefox](#). If you don't have one of these browsers, please click the links to download.

#### How do I start the online application?

When you go to the [online application system](#), you will see NHSCA's logo at the top of the page and below it a list of grants and opportunities. Find the grant you are applying for and choose it by clicking on it.

If you have not already created a free account, the system will prompt you to fill out the requested user account information. After you fill out the form and click "Create Account and Continue," you will be taken back to your chosen application. If you already have an account, log in with your user name and password to start an application.

You will then see a brief set of guidelines detailing your chosen grant program, and links to detailed guidelines and the budget form.

#### Can I save my application?

Once you start an application, you can save it at any time. Click the "Save Draft" button at the bottom of the application to save your work. The Submittable system is very stable, but we recommend that you save your application every 15 minutes just in case. Once your application is saved, you can continue working on it or sign out of the online application system. **Your application will remain active for 21 days from your last log in.** It's important to remember that saving the application is not the same as submitting it. You will still need to submit your application in order for it to be received.

#### What are the application components?

There are nine (9) parts to the online application. They appear in the following order:

- Applicant Data
- Payment Information
- Contact Person/Site Coordinator
- Grant Request Information
- Facility Data and Accessibility Assurances
- Narrative Questions
- Budget Form
- Supplemental Materials
- Certification (electronic signature)

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#### *Applicant Data*

In this section you will enter the applicant's information. If an applicant is being sponsored by a fiscal agent, the fiscal agent's information should be listed. If an applicant is applying in partnership with another organization, please include the information for the lead organization only.

#### *Payment Information*

This section should only be filled out if payment is to be made to someone other than the applicant.

#### *Contact Person/Site Coordinator*

Please fill out this section if the contact person is different from the Authorized Official listed in the Applicant Data section.

#### *Grant Request Information*

In this section please enter the grant request information such as title, dates, demographics, and other important information. In the Project Summary area, please title/summarize your project with one clearly stated phrase or sentence.

#### *Facility Data and Accessibility Assurances*

Each grantee is required to assure that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). This section asks a series of questions relating to the facility and accessibility.

#### *Narrative Questions*

This is the place to upload the answers to the narrative questions. The questions should be answered in one document, which can be uploaded in MS Word, RTF or PDF format. We prefer PDF.

#### *Budget Form*

This is the place to upload your budget form. The form is available on your grant program's page on our website and is available in MS Excel or fillable PDF format. You may upload the form in Excel or PDF format. We prefer PDF.

#### *Supplemental Materials*

Each grant program requires slightly different supplemental materials, so please make sure you read the guidelines carefully.

The following file types will be accepted in this section: DOC, DOCX, PDF, JPG, MP3, WMA, MP4, WMV, MOV, and ZIP.

The limit is ten (10) files, so we strongly recommend that you bundle all of your files together as a zip file and name the file with the project title. Please [click here](#) for video tutorials. Once your materials are ready, click "Add Files" and follow the instructions to upload. The system works similar to attaching a document to an email or uploading a photo to Facebook or Twitter.

#### *Certification*

This section serves as your electronic signature. Check the "Agree" box to certify your application and type your name and title into the areas provided.

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**How do I submit my application?**

When your application is completely filled out, all supplemental materials are uploaded and you've agreed to the Certification, your application is ready to submit. When you are ready, click on the "Submit" button. Once you do so your application will be submitted and the system will send you a confirmation email. If you cannot submit your application, you probably haven't answered all of the required questions. Any question or field with a red asterisk next to it is required.

**What happens after I submit my application?**

All applications will be reviewed by Arts Council staff for eligibility, completeness, and accuracy, with further review by a peer panel. Applicants may be contacted by telephone or email to clarify and/or request additional information prior to the review panel dates.

**What happens if I accidentally submit my application before I'm ready?**

Once you submit your application, it can't be reopened or altered. Please contact the program's Grant Coordinator, listed on the guidelines.

**Can I print out my application?**

Yes! After you have submitted your application, the confirmation email will include a link to your application. Follow the link back to the online application system and print your application through your web browser's printing function. Please note that your supplemental materials will not be included. You can request a full copy of your application, including all the supplemental materials, from the Coordinator.

**What can I do if I can't bundle my supplementary files together as a zip file?**

Please remember that there is a ten-file limit for supplementary materials. If you can't zip up your files, please consider merging the print materials to create a single PDF. In most document and image programs you can export, save as, or print to PDF. You can also insert images into MS Word documents and save the documents as PDFs. If you do not have Adobe Acrobat, there are a number of free programs available that will merge PDFs into a single document. Please contact Ginnie at [ginnie.lupi@dcr.nh.gov](mailto:ginnie.lupi@dcr.nh.gov) or 603-271-8418 if you have questions.

**What if I don't have internet access?**

There are a number of options available. The first option is to visit one of the many public libraries located throughout the state. All public libraries have computers and free internet access. You can see a list of them at <http://pierce.state.nh.us/libdir>.

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#### **Can I use my mobile device such as a phone or tablet?**

Yes, Submittable fully supports mobile devices. The only thing that's different is the process for uploading files. You will need to create a [Dropbox](#) account (it's free) and upload supplemental materials via this system. Don't worry, Submittable will walk you through the steps.

#### **Can I submit drafts for staff review?**

Yes. Grant coordinators will accept drafts of the narrative questions and budget forms for review **no later than two weeks before the grant deadline**. Drafts should be emailed to coordinators and clearly titled. Please see the grant guidelines for draft deadlines.

#### **What if I have more questions?**

For questions about the grant program you're applying to, please contact the coordinator listed at the top of the grant guidelines. Please call or email Ginnie Lupi at [ginnie.lupi@dcr.nh.gov](mailto:ginnie.lupi@dcr.nh.gov) or 603-271-8418 if you have questions about using the online application system. You can also visit the Submittable Help Desk for answers to your questions. Additionally, visit the main grants page on the Arts Council's website for grant writing tips and other helpful information.